

DRAFT PROJECT MANAGER POSITION ADVERTISEMENT**Applications:**

Applications are invited from dynamic individuals with relevant Project Management experience to take forward the next stage in the development of BID Projects in Scotland.

Business Improvement Districts (BIDs)

A Business Improvement District (BID) is a precisely defined geographical area of a town, city, or commercial district, where businesses vote to invest collectively in local improvements resulting in improved economic performance. BIDs are developed, managed and paid for by the business sector by means of a compulsory BID levy on each business's non-domestic rates bill.

BID Pilot Projects

Legislation is required to fully implement BIDs and will be taken through Parliament in due course. In advance of that Scottish Ministers have agreed BID Pilot Projects will be introduced in Scotland in order to demonstrate the benefits to be gained from BIDs; to flag up any issues that could be resolved prior to introducing legislation; and to build up business support for the policy. There will be two approaches for the Pilot Projects, Demonstration and Pathfinder. Further information can be requested from the contact below.

Main Duties:

You will be responsible for the management of the 5 Projects to ensure that the agreed objectives are on course, the timetable will be met, and any problems are identified and resolved promptly. As a part of this it is expected that you will be in regular contact with each of the Project contacts, and regular site visits will be expected.

Other activities of Project Manager

- Briefing the BID Pilot Project Steering Group regarding progress of Projects
- Organising seminars to promote awareness of the Pilot Project work and to engage businesses in the development of BIDs across Scotland
- Developing a website, linked to the Scottish Executive website, which will be dedicated to the BID Pilot Projects, and for placing information on all future BID Projects
- Collating information on good practice arising from Pilot Project work and disseminating to interested parties
- Providing general administrative support to the Pilot Projects
- Reviewing media coverage of BIDs and the pilots and disseminating to interested parties
- Providing first point of contact for general enquiries on BID Pilot Projects

The key competencies required are:

Organisational/time management skills. A high volume of work will be generated by the requirements of the post and it is essential that applicants can demonstrate experience of undertaking a variety of tasks to agreed deadlines.

Achieving. You will be responsible for the delivery of high-visibility projects that will be under Ministerial and Parliamentary scrutiny. Delivery of the agreed objectives must be progressed in line with the agreed timetable and as such applicants should be able to demonstrate experience of achieving high-profile projects on schedule.

Effective Communication. One of the key objectives of the Pilot Projects is to raise awareness of BIDs amongst the business community, and to provide evidence of the benefits to be gained from undertaking a BID project. As a part of this it will be your role to disseminate information in a variety of ways to businesses, local authorities and other interested parties. This will partly be via written communication (i.e. a Pilot Project Newsletter) but will also involve verbal communication via seminars and meetings. Strong verbal and written communication skills are therefore required from applicants.

Minimum Time in Post:

You will be expected to stay in post until the end of the Pilot Project Process (expected to be around June 2007), and after you have prepared a full report for Scottish Ministers on the outcomes of the Pilot Projects.

Post Location:

The post will be based in the Scottish Executive at Victoria Quay in Edinburgh. You will be located alongside the Local Government Finance Division, who will be responsible for taking the BID legislation through Parliament.

Support:

It is not envisioned that full-time support will be required for this post, however general administrative support can be provided from the Local Government Finance division if required.

Closing date for receipt of applications and contact person:

Further information can be obtained from Billy McKenzie on 0131 244 7051.

Application forms are available from Billy McKenzie on request and should be submitted to Secretariat, BID Steering Group, Scottish Executive, Area 3J Victoria Quay, Edinburgh EH6 6QQ quoting reference number ?

PLEASE NOTE THE CLOSING DATE FOR APPLICATIONS IS 31 JANUARY 2006.